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Approved For Release 2005/04/21 : CIA-RDP67-00896R000100070051-1

MEMORANDUM FOR: Chief, Printing and Services Division, OL

SUBJECT : Distribution of CIA Information Reports

1. CIA Information Reports [redacted] are presently being reproduced by your Division [redacted] and all copies except for certain series and for certain distribution points are forwarded to the Document Division, OCR for dissemination and distribution. 25X1 25X1

2. Some 50% of the total copies forwarded to OCR are immediately distributed by OCR on a standard basis to State, Army, Navy, Air Force, NSA, AEC, FBI, [redacted] 25X1 25X1

3. In accordance with the provisions of paragraph F of [redacted] it is requested that PSD/OL make the standard distribution for these reports as shown on this list. Reports with enclosures and those marked "CIA INTERNAL USE ONLY" are not included in this request and all copies should continue to be forwarded to OCR for dissemination and distribution. 25X1

4. The Document Division presently types a master ditto for use in preparing receipts for outside distributions and has found this system very efficient. It is suggested that PSD use this system to provide receipts not only for outside agencies but for control of copies [redacted] 25X1

5. As discussed [redacted] OCR is agreeable to assigning on a temporary basis one experienced clerk, if needed, to your division for assistance in handling the additional distribution workload. 25X1A

6. It is understood that any changes in the attached distribution list, including the addresses of recipients, will be authorized only by Memorandum from the Chief, Document Division, OCR.

7. Please note the total number of copies of the various series presently being forwarded to OCR (see last column on attached list) have been substantially reduced. This reduction resulting from a review of previous dissemination should decrease the number of copies being reproduced in your division by an estimated 50,000 per month.

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Attachment: As stated above.

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